



U.S. DEPARTMENT OF AGRICULTURE

HONOR AWARDS NOMINATION

Standardization of forms and print fonts is required for the benefit of the Honor Awards Evaluation Committee which reviews an enormous number of award nominations. A Standardized format makes their job easier and also results in an impartial review process. **Please read the instructions on page 2 thoroughly, before completing the Honor Awards Nomination process.**

DO NOT SEPARATE THE INSTRUCTIONS FROM THE BLANK FORM

INSTRUCTIONS

- Nominations must include an original and nine copies printed back to back.
- Each copy must be hole punched with large holes (3/8 inch).
- Attachments or continuation sheets will not be accepted.
- Use font size and type no smaller than Times New Roman or Courier, 12 point (compatible).
- Provide the phonetic spelling for any name, city, terminology, etc., subject to mispronunciation.
- Show employee's name exactly as it should appear on plaques or certificates (No nicknames).
- Citations must not exceed 30 words and be written in plain English. The following are examples of acceptable and unacceptable citations.

Acceptable: Jane Doe led research in nutrition, resulting in the definition of the molecular basis of zinc metabolism regulations by hormonal and dietary factors in health and disease.

Unacceptable: John Doe is recognized for his outstanding years of service to the Department of Agriculture.

- Every word must be spelled out throughout the narrative. (Do NOT use acronyms or abbreviations.)
- Congressional Districts must be completed or indicate "At Large," where applicable.
- Once nominees are identified, photographs of individuals are required. Agencies must submit two black and white 5" x 7" portrait photographs (*showing the head and shoulders only*). **Scanned and laser photos are not acceptable.** On the reverse side of the photograph, at the bottom, place a label identifying the name and agency of the recipient. For groups, submit a labeled color slide of group nominees or a slide of the groups product. Submit photographs and slide to your agency coordinator. Agencies are authorized to pay the reasonable cost for photographs and slides.
- Detailed Basis for Nomination - Narrative information is limited to the space provided in the Honor Awards Nomination form. The contributions must have occurred (*or the results realized*) within the last 3 years. Acts of heroism must have occurred within the last year. Use nontechnical language, clearly describe the significance of the contribution.
- Nominations must include contact information (*Part F., Page 8*)
- **AVOID:** general or vague statements; emphasizing job responsibility rather than accomplishment; in-house terminology and technical language; statistics without using a comparison; retirement testimonials, long-winded statements and excessive superlatives; and descriptions of outside personal activities.

**ALL INFORMATION IS REQUIRED FOR THE NOMINATION TO BE CONSIDERED.
DO NOT ALTER THIS FORM IN ANY WAY. ALTERED FORMS WILL NOT BE ACCEPTED.**

Our policy prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status, or other nonmerit factors.

U.S. DEPARTMENT OF AGRICULTURE

HONOR AWARDS NOMINATION

Read the instructions on Page 2 thoroughly, before you complete and submit this nomination form.

DATE

PART A. GENERAL INFORMATION (To be completed for all nominations)

NAME OF SUBMITTING AGENCY

TYPE OF RECOGNITION (Mark (X) one only)

☐

Individual

☐

Group (2 or more)

IDENTIFY INDIVIDUAL NOMINEE OR GROUP NAME

PERIOD OF PERFORMANCE COVERED (month/year)

From:

To:

AWARD CATEGORIES - THE SECRETARY'S AWARD FOR: (Mark (X) one only)

☐

Expanding Economic and Trade Opportunities for United States Agricultural Producers

☐

Promoting Health by Providing Access to Safe, Affordable, and Nutritious Food

☐

Maintaining and Enhancing the Nation's Natural Resources and Environment

☐

Enhancing the Capacity of All Rural Residents, Communities, and Businesses to Prosper

☐

Operating an Efficient, Effective, and Discrimination-Free Organization

☐

Heroism and Emergency Response

SUGGESTED CITATION - 30 words or less

PART B. INDIVIDUAL ONLY (Complete items 1 thru 8.)

1. NAME (last, first, middle initial)

2. PHONETIC NAME SPELLING (if applicable)

3. SEX

4. POSITION TITLE

5. FEDERAL GRADE OR
STATE/COUNTY SALARY LEVEL

6. OFFICIAL DUTY STATION
(city & state)

7. LEGAL RESIDENCE (city & state)

8. CONGRESSIONAL DISTRICT
NO.

PART C. GROUP NOMINATION ONLY *(Complete items 1 thru 14)*

1. NAME OF GROUP

2. NAME OF GROUP LEADER	3. PHONETIC NAME SPELLING <i>(if applicable)</i>		4. SEX
5. OFFICIAL DUTY STATION <i>(city & State)</i>	6. LEGAL RESIDENCE <i>(city & state)</i>	7. CONGRESSIONAL DISTRICT NO.	8. GROUP SIZE

Beginning with the group leader's name provide the following information for each of the group members:

AGENCY	NAME <i>(last, first, middle initial)</i>	OFFICIAL POSITION TITLE	FEDERAL GRADE OR SALARY LEVEL	OFFICIAL DUTY STATION <i>(city & state)</i>	SEX
9.	10.	11.	12.	13.	14.

PART D. AWARDS AND RECOGNITION

During the last 3 years, list all Government or major non-Government monetary and nonmonetary awards and year presented. For all previous USDA Honor Awards, year awarded and name of group, if applicable.

PART E. DETAILED BASIS FOR NOMINATION *(To be completed for all nominations in the space provided on Page 6, and 7)*

All honor awards nominations must clearly describe the significance of the contribution being recognized, any goals achieved, how the quality of performance substantially exceeds normal job expectations, and indicate any measurable or non-measurable benefits.

PART F. CONTACT INFORMATION			
NOMINATOR	NAME		E-MAIL
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
NAME OF INDIVIDUAL NOMINEE, OR GROUP LEADER	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
SURVIVOR INFORMATION (POST HUMOUS AWARD)	NAME		E-MAIL
	ADDRESS		
	DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.
PART G. APPROVAL PROCESS (Review/Clearances)			

Submit nominations through Agency Heads and the appropriate Under/Assistant Secretary. Agencies without an Under/Assistant Secretary must submit nominations directly to the Director, Office of Human Resources Management.

Agency Heads must ensure the validity of all accomplishments. Screen all nominations for equal employment opportunity violations and disciplinary actions. Once selected, Honor Award recipients will be screened at the Department Level. This precautionary measure is necessary to avoid any possible situations that may cause embarrassment to the Secretary and USDA.

For all nominations, complete items 1 thru 3 below.

1. SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE
2. SIGNATURE OF AGENCY HEAD	TITLE	DATE
3. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE

Group nominations with individuals other than the agency submitting the nomination should have concurring signatures from the participating employees' Under/Assistant Secretary.

1. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE
2. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE